



DDS
***GEORGIA DEPARTMENT
OF DRIVER SERVICES***

Prerequisites of Opening a Driver Safety Program in Georgia

**The Georgia Department of Driver Services
Regulatory Compliance Division**

The Regulatory Compliance Division has developed this presentation to assist applicants with pertinent information to make informed business decisions. Completion of this training is a prerequisite to submitting your certification application.



Agenda

- Introduction to DDS & Regulatory Compliance
- Road Map to Success
- Requirements of Business Owners
- Completing the application correctly
- An overview of expectations
- DDS regulations and how they impact you

Department of Driver Services (DDS)

- The Department of Driver Services is the agency responsible for regulating the following Driver Safety Programs:
 - DUI/Risk Reduction Program
 - Driver Improvement/Defensive Driving Program
 - Driver Training /Driver Education Program
 - Third Party Testing
 - Ignition Interlock
 - Alcohol and Drug Awareness Program (ADAP) and (eADAP)
 - Limousine Chauffeur
- Within DDS, the Regulatory Compliance Division is responsible for regulating these programs.
- Regulatory Compliance has two separate units:
 - Program Administration – (Located in Conyers) duties include:
 - Application processing
 - Data retention and Web content
 - Training
 - Approval of Curricula
 - Field Operations – (Located in six (6) regions throughout the state) duties include:
 - Auditing Program Files
 - Monitoring Instructors
 - Complaint Investigation
 - Training



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Road Map to Success

- If you are planning to open a Driver Safety school or become certified as an instructor, you should become familiar with the Rules and Regulations pertaining to that program of interest.
- The Driver Safety Rules and Regulations can be found at www.dds.ga.gov. Click on the “Regulated Programs” link from the left menu panel. Then select the program of interest. Finally, click on the Rules and Regulations link.
- Please be advised that DDS enforces the rules and regulations to ensure compliance and accountability. Noncompliance may result in administrative fines and adverse actions.

Stay informed!



Current Statistics

Throughout the state there are:

- **DUI/Risk Reduction**
279 Schools and 730 Instructors
- **Ignition Interlock**
38 Providers
- **Driver Improvement**
228 Programs and 421 Instructors
- **Driver Training**
280 Programs and 971 Instructors
- **Third Party Testing**
30 Testers and 71 Examiners
- **Limousine Chauffeurs**
3896 Chauffeurs

*Data as of 9-2013



Research and Plan for Business Success!

- Give careful consideration when choosing the location and name of your school. Consider the number, proximity, and names of existing schools located in your proposed area. School names are limited to two special characters or punctuation marks AND two numerical digits. Names cannot contain emoticons.
 - A list of all certified schools can be found on our website.
- Consider the expenses associated with program ownership;
 - Cost of required Surety Bonds, Business License, and Insurance
 - Facility Costs
 - Monthly Rent
 - Utilities – phone, internet, electricity, water, etc.
 - Purchase of required equipment
 - Employee salaries
 - Curriculum Costs – training and material fees
 - Association fees
- Develop a detailed business plan, taking into consideration that it may take some time to become sustainable.
- Consult with an accountant or tax professional to discuss liability.



DDS Certified Program Listings

Once your school is certified, as a courtesy the Department will list your school name, website, address, and phone number on our website.

Disclaimer:

The list of regulated service providers found on this website is offered to the public for the purpose of identifying Georgia approved programs ONLY. Programs are listed in alphabetical order, but may be displayed in random order when filtered by city or county. While these programs are regulated by the Georgia Department of Driver Services, no one program is either endorsed or preferred over another by this agency, for any reason. For additional information on a particular school or provider of interest, you must contact the school or provider directly.

Choosing a Location

- Things to consider when choosing a location:
 - You need to already have acquired your facility prior to submitting your application.
 - Facilities must pass a DDS site inspection as part of the application process.
 - Rules and Regulations outline classroom size requirements:
 - DUI/Risk Reduction – Minimum 250 square feet
 - Driver Improvement/Driver Training – Minimum 300 square feet
 - DUI/Risk Reduction location restrictions:
 - Cannot share the same entrance with or be immediately adjacent to a facility where alcoholic beverages are sold or distributed
 - Will not be approved if the location sales or distributes alcoholic beverages
 - Multiple classes at the same time:
 - You will need multiple classrooms
 - Separate entrances
 - Other considerations:
 - Parking
 - Handicap accessibility – ADA compliant
 - Restrooms
 - Break Area
 - Office area



Application Basics

- Every school owner, director, and instructor must become certified by DDS prior to commencing operation or teaching a class.
- The first step in the certification process is the application. All applications may be downloaded from our website.
- Applications must be completed prior to submission to ensure timely processing. Incomplete applications will be returned.
- Please allow **AT LEAST 30 DAYS** for application processing.
- A separate application and surety bond is required for each school certification you intend to obtain. For example, if you wish to open a school that will provide both DUI/Risk Reduction and Driver Improvement, you must fill out and submit both the DUI/Risk Reduction and Driver Improvement applications. The same is true of Instructor applications.
- All applications have a Requirements Checklist. Follow it carefully.



Common Steps - All Program Applications

- The following must be completed by all applicants, partners, corporate officers, controlling stockholders, and public high school directors:
 - Sign the Statement of Completion at the bottom of the School Checklist and include it with the application.
 - Complete all sections of the application. Section 1 of the application only needs to be completed once and may be photocopied for each application submitted.
 - Be electronically fingerprinted utilizing the Georgia Applicant Processing System (GAPS). Detailed instructions are included in each application packet.
 - Submit a notarized Consent for Background Investigation Form.
 - Submit one (1) photograph taken within the last thirty (30) days of filing the application.
- All Program applications require that the following must be submitted:
 - Proof of a **continuous surety bond** from a bonding company authorized to do business in the State of Georgia.
 - Proof of a **fire code inspection of the facility's location**, showing no violations dated within **90 days** of filing the application .
 - A copy of the **program's business license**.
 - If incorporated, submit a copy of the **Certificate of Incorporation from the Secretary of State**.
 - If not incorporated, submit a **notarized and recorded certification of the adopted business name**. The notarized certification that is required by the Department is obtained from the County Clerk of the Superior Court.
 - Submit Program operating hours using the **Standard Business Hours** form (#RC-800).



Fees Associated With Applications

DUI/Risk Reduction


- There are no application fees associated with DUI/Risk Reduction Schools, directors, or Instructors.

Driver Improvement

- New School - \$200.00
- New Instructor - \$100.00
- Recertification Fees
 - School- \$100.00
 - Instructor - \$50.00

Driver Training

- New School- \$25.00
- New Instructor - \$5.00 + \$25 Testing Fee
- Recertification Fees
 - School - \$25.00
 - Instructor - \$5.00

A light blue starburst shape with a dark blue outline, containing text about payment methods.

All fees must be paid in the form of a money order, certified check or cashiers check made payable to the Department of Driver Services.

Commonly Omitted Items

- The most omitted items from application packets are:
 - Notarized Consent for Background Investigation Form.
 - Completed application for each partner/ corporate officer,
- Each application packet has a checklist as well as a list of the most commonly omitted items.
- Please review your application prior to submittal to ensure that you have included all items required.
- Keep in mind any missing items will delay processing and may result in your application being returned.



Non-Compliance

All certified schools, directors and instructors are required to follow the rules and regulations applicable to their program(s). DUI/Risk Reduction schools are required to submit to the Department of Driver Services, Assessment Rebate Fees in the amount of \$22 per person assessed. Failure to comply with the rules may result in the following types of actions:

- Warning Letters
- Corrective Action Plans
- Administrative Fines up to \$1000 per violation
- Suspension/Revocation/Cancellation of Certification(s)



Training

- The Regulatory Compliance Division offers training opportunities through out the year that are beneficial to program owners and instructors. Continuing Education Credits may be awarded for participation in these events.
- Available training events and dates can be found on our Training Calendar located on the Regulated Programs home page.



Regulatory Compliance Contact Information



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